



AOC Newsletter

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Donation of Leave for Catastrophic Illness or Maternity

Notwithstanding any other laws to the contrary, any state employee may donate his or her accrued and unused annual, sick, or compensatory leave to another state employee who has qualified for catastrophic sick or maternity leave. The state employee receiving the donated leave may be in a position with an equal, a higher, or a lower pay grade than the position of the donor employee. The employee receiving the donated leave must have exhausted all of their leave, secured approval of their appointing authority, and submitted the request in writing in time for it to be acted upon prior to the donated leave being used. Permanent status of the employee is not a requirement.

Donated leave shall be calculated on an hour for hour basis. There shall be no limitation on the number of hours a state employee may donate or receive. All leave donated to an employee shall remain in effect for 12 months after donation or until used by such employee, whichever occurs first; provided however, such employee must remain employed with the state of Alabama. Once leave is donated it cannot be returned to the employee who gave it.

Information referenced from
(§36-26-35.2, [Code of Alabama](#))

For questions regarding the Donation of Leave for Catastrophic Illness or Maternity, please contact [AOC Human Resources Department](#) (1-866-954-9411, ext 5101).

Kudos to CS/IT Division...

CS/IT recently received a "Thank You!" from Judge Bill Owings:

I just wanted to thank you folks—

In the last month or so, I've had two separate problems I forwarded to you that have been completely resolved.

First, you updated the drivers on our courthouse computers for our new Imagistics 8530 printers recently delivered here, and now I can print out all the graphics getting garbled before, and...

Second, you updated the timeout feature on the judge's desktop so when we re-login after timeout we go to the new login screen rather than the old one (with 10200 etc., etc.) This is GREAT.

Thanks for all your hard work—

*Bill Owings
District Judge, Bibb County*

Please remember that if you are having issues with garbled letters printing since the new Imagistics Printer was installed, please contact [PCHelpDesk](#) (1-866-954-9411 Option 1, then Option 1) and request the correct driver to be installed on your pc for the new Imagistics printer.

If you are a Judge or JA, we have a new AlaCourt login: <https://v2.alacourt.com/ajs.htm>. AlaCourt now requires your Windows username and password. To create an icon on your desktop, simply drag the icon in front of the URL (web address) onto your desktop. If you need help with this, please contact [IT Support](#) (1-866-954-9411 Option 1, then Option 5).

Technology Tip...

Use Microsoft Excel's Special Cell Formats (Microsoft Excel 2003)



Aside from changing currency values into text formatting, there are other number formats that prove useful for data entry; particularly for those in Accounting and Human Resources departments. If you don't know about those cell formats, you'll want to check them out. To do so, open the Format Cells dialog box by choosing **Format | Cells** from the menu bar.

Then, click on the **Number** tab if necessary and choose **Special** from the **Category** list box. The **Type** list box now contains four special formats: **Zip Code**, **Zip Code + 4**, **Phone Number**, and **Social Security Number**. These formats include hyphens where they're necessary, and they also allow leading zeros to display. If you have Excel 2003, there's also a **Locale** (Location) dropdown list. If you select a locale that uses a different formatting, say for phone numbers, the formatting adjusts to match the locale.

Thank you,

Court Services and IT
1-866-954-9411 Option 1, Option 1
pchelp@alacourt.gov

Reminder! Password Security

We sincerely appreciate your cooperation in our efforts to make our data more secure by the recent requirement to update your password. Please remember that your User Name and Password are not to be shared with anyone. Your credentials identify who you are and these credentials are only for your use. Therefore, we are asking that you do not write down or store your Passwords in a non-secured place (i.e. the side of your monitor).

Your cooperation & support is greatly appreciated.

Mileage Rate Increase—Travel

Effective July 1, 2008, the mileage rate paid to persons traveling in privately owned vehicles on official business of the State will increase to **58.5 cents per mile**. The mileage rate is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, §36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Mileage reimbursement for travel on or after July 1, 2008 will be calculated at the new rate of 58.5 cents per mile. Therefore, all mileage listed on an expense account must be totaled and then multiplied by **.585**, with totals rounded up to the nearest cent.

Please contact Kathleen Baxter at (334)242-4857 or Tucker Wilson at (334) 242-7057 with questions or concerns.

